



APPLICATION FOR PROJECT FUNDING REQUEST 2018

Charlevoix County Parks Millage
301 State St., Charlevoix, MI 49720
administration@charlevoixcounty.org

PROJECT APPLICANT INFORMATION

Name of Municipal Applicant(s): _____

Project Mailing Address: _____

Designated Contact #1: _____ Contact #2: _____

Phone (s): _____ (Please identify TWO email recipients for all communications)

Email #1: _____ Email #2: _____

PROJECT FUNDING INFORMATION

Brief Description or Project Name: _____

Total Cost of Project: _____ Amount Being Requested: _____

Amount of Municipality Funds: _____ Approved Grant Amounts: _____

Amount of "Other" Funding: _____ Source of "Other": _____

Were Other Sources of Funding Sought Before Requesting Millage Funds? _____

PROJECT LOCATION INFORMATION

Describe briefly in "Layman's Terms", a description of where the project is to be located (ie: in the northern most corner of the township just off of Smith Rd all the way down to the edge of Brown Lake about 2 miles from town):

Property MUST BE Located on Municipality Owned Property: Yes ____ No ____

Parcel I.D. of Primary Parcel on Which Project Will be Located: _____

Additional Parcel I.D.(s): _____

If Project is NOT Fully Located on Municipal Land(s), Please Explain Reason for Municipal Application:

DETAIL AND DESIGN INFORMATION

Have Professional Services Been Retained in the Design of Project: _____

Have Professional Quotes Been Requested, Received and Included: _____

If NO, Please Explain How the Municipality Has Come to Amount Requested:

What is the Anticipated Start Date for Project: ____/____/____ Anticipated End Date: ____/____/____

Will Project Require Approval or Involvement from Agencies (D.N.R., D.E.Q., or Corp. of Engineers): _____

If YES, has Initial Contact Been Made: _____

FUTURE REQUIREMENTS OF PROJECT

What is the Anticipated Financial Yearly "Up Keep" or Maintenance of Project: _____

Where Will that Funding be Expected to Come From: _____

Are There Going to be Other Significant Funding Requirements for Project in the Future: _____

If YES, Please Describe: _____

What Would be the Anticipated Means of Funding: _____

PROJECT SUBMISSION

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

(if this is a collaborative project, the below information and resolution(s) are required)

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

Application Completion Date: ____/____/____

MUST-HAVES FOR YOUR APPLICATION PACKET

- COVER LETTER or NARRATIVE: Please include a cover letter clearly stating why there is a need for this project, as well as the use and purpose. Please explain why the municipality feels this is a project worthy of being funded with county-wide tax dollars. This is not intended to be overly lengthy in nature, but more of a brief overview.
- RESOLUTION(S): Approved Resolution(s) to Apply for Funds by the local governing board(s) MUST be attached to packet. The authorized party identified in the resolution(s) MUST also be the signing party on the application.
- AMOUNT REQUESTED: approved resolution amount and application request amount MUST match
- RENDERING: If a project's total cost (not just your request) is to exceed \$5,000.00, a professionally quality rendering, blue print, or similar design proof MUST be included. If total project cost is less than \$5,000.00, rendering must still be presented, but it is not required to be professional quality. All dimensions, print and numbers MUST be legible on the included map, and if that requires you include a document sized 11 x 17 or larger, please do so!
- MAP: You must include a municipality map showing the proposed location of your project and roughly ¼ mile radius, or as far as necessary to show streets and road names. You may include other/multiple maps as needed to fully show the intent of your project, but we need to see where it is going to be with some surroundings.
- NON-MUNICIPAL PARCEL: If for any reason, the project is not located SOLELY on city, village, or township lands, you must include documentation with regard to the ownership, agreement, purpose and use of other land(s).
- OTHER FUNDING: If your project is to be partially funded by other means, please include any documentation stating approval of grants, contributions, or other funding sources.
- DOCUMENTS: Please include any and all associated bids or other documents that support the funding request for the project which you are applying, as well as the overall cost of your project.
- ITEMIZATION: All dollars being requested MUST be itemized. Simply asking for X-amount of dollars to go towards an overall project is NOT acceptable. Itemized costs should breakdown shipping, delivery, labor, materials, or any other expense you are requesting. If application is requesting funds for a large project, a million dollar endeavor for example, you cannot ask for \$9,000 "towards the project" overall. You will need to show a *specific* purpose and associated itemization for your \$9,000 *specific* request. Example: you're asking for \$10,000 towards a \$650,000 sportsplex, you MUST show you are asking for this \$10,000 to go towards the itemization of batting cages that includes \$7923.45 in netting and physical cages, \$765.49 in shipping, and \$1311.06 for bats, balls, and helmets. No exceptions, funds MUST be itemized with appropriate documentation, and catalog pages or internet screen captures with "prices starting at" are not acceptable as itemizations. They may be included as verification of price, but you need to show itemization using that information. Reviewers will NOT guess at or estimate installation costs, lookup shipping rates, or allot for anything without seeing it in a verification/itemization.
- JOINT APPLICATION/COLLABORATION: ALL parties MUST include resolutions and be included on the application
- Funds can only be requested for/on behalf of parties listed on the application, and with signatures appearing on the application. You cannot request funds for both your municipality and the neighboring township (because you feel their residents will use it) without their inclusion on the application and their resolution indicating such.
- Do **NOT** staple, bind or in any way permanently affix pages of application as we need to scan and copy all
- If you do not SIGN the application, if there are no maps or itemization of costs attached, no resolution included, or if your application is in any other way missing items mentioned above or incomplete, IT WILL NOT BE ACCEPTED. It is your own responsibility to review and ensure you're submitting a *complete* application, and that you have *included* all necessary documentation. It is not our responsibility to notify you if you did not.
- OUR APPLICATION MUST BE USED, you cannot use applications or forms that you have created or submitted for other purposes in its place – NO EXCEPTIONS! If also including pages or documents that you have previously used for other purposes, they must be changed and addresses properly. Please do NOT include pages, narratives, or forms addressed to other entities or written in such a manner as to indicate such. You may type, fill, or handwrite the application.

- COVER LETTER or NARRATIVE - brief overview
- RESOLUTION(S) for all parties on application
- DOLLAR AMOUNTS match on application/resolutions
- RENDERING, blueprint or design of project
- MAP of municipality showing project location & 1/4 mile radius
- NON-MUNICIPAL PARCEL documentation (if applicable)
- OTHER FUNDING documentation (if applicable)
- DOCUMENTS – (all applicable) for your specific project
- ITEMIZATION of all amounts requested
- COLLABORATION multiple resolutions/signatures (if applicable)
- OUR APPLICATION completed and signed (by all municipalities)
- DO NOT staple or bind

Deliver via US mail, courier service, or in person to:

Charlevoix County Parks Millage

301 State St.

Charlevoix, MI 49720

